

12 FAM 150 COURIER ESCORTS

12 FAM 151 GENERAL POLICY

12 FAM 151.1 Routine Courier Support

(TL:DS-39; 8-15-94)

a. Courier escort duties are a responsibility of all agencies at post who use the classified pouch channel.

b. Post must ensure that at least one cleared U.S. citizen escort supports each courier arrival and departure (see section 12 FAM 155). This requirement for an escort includes those cases where the courier carries the pouch shipment in the cabin of an aircraft.

b. When a courier transits a post where no courier/post exchange is scheduled with pouches carried in an aircraft cargo hold, the regional diplomatic courier division or the courier is responsible for informing that post by telegram. Post must then assign an escort to provide a security watch over the hold of the aircraft during the transit stop.

c. Where DS/CIS/DC, in consultation with a post, determines that host government procedures or other circumstances exist which jeopardize U.S. citizen control of the pouches with only one escort, post must assign a second escort as necessary to ensure U.S. control of the pouches.

12 FAM 151.2 Nonprofessional Courier Support

(TL:DS-39; 8-15-94)

a. The office/agency/bureau at a post or in the Department that requires a nonprofessional courier for delivery of classified pouches is directly responsible for providing a cleared U.S. citizen escort and transportation at each stop of the itinerary of the nonprofessional courier, including post of departure and post of arrival. When pouches are carried in an aircraft cargo hold, that same office is also responsible for providing an escort and transportation at posts where no courier/post exchange is scheduled to support the transit stop (see section 12 FAM 154.2).

b. Nonprofessional couriers must keep the recipient office/agency/bureau at their destination post (or the Department) apprised of their itineraries by informing their counterparts or the officer responsible for controlling the non-professional courier's visit.

12 FAM 152 ESCORT REQUIREMENTS

12 FAM 152.1 Personnel

(TL:DS-39; 8-15-94)

A person authorized to perform courier escort duties must be a cleared U.S. citizen and may be either a:

(1) U.S. Government employee fulfilling escort duties on a rotating or as-needed basis;

(2) Personnel appointment (PIT) employee (see 3 FAM); or

(3) Contract employee provided by a company with whom the Department has a commercial contract, approved by DS/CIS/DC, for the performance of courier escort duties.

12 FAM 152.2 Identification

(TL:DS-39; 8-15-94)

a. Each PIT/contract employee, including a dependent of a U.S. citizen employee, must possess their diplomatic or official passport and an escort letter. The letter must:

(1) Be on embassy letterhead;

(2) State the individual's name and security clearance; and

(3) Must contain the escort's photograph embossed with the post's seal.

b. Direct-hire U.S. Government employees only require one of the forms of acceptable identification documents described in section 12 FAM 125.2 .

12 FAM 152.3 Security Clearances

(TL:DS-39; 8-15-94)

a. Escorts must have Top Secret clearances. An individual with only a Secret clearance may be an escort, provided that the post has already requested the individual's security clearance be upgraded to Top Secret for assignment to escort duty (see 3 FAM). Because full field investigations are required for Top Secret clearances, posts must limit the number of personnel requiring an upgraded clearance when assigning courier escort duty.

b. Only personnel described in section 12 FAM 152.1 with Top Secret clearances may sign over or receive pouches from a diplomatic courier. Escorts possessing only a Secret clearance and all other contract employees are not authorized to sign for, nor receive custody of, classified diplomatic pouches. Therefore, they should only have sole possession of classified material when required in the performance of their duties as described in section 12 FAM 154 .

12 FAM 153 SCOPE OF RESPONSIBILITY

(TL:DS-39; 8-15-94)

a. Posts shall limit the duty environment of PIT/contract employees, including dependents of U.S. citizen employees, to their respective home posts.

b. PIT/contract employees, including dependents of U.S. citizen employees, cannot be assigned duties as professional or nonprofessional couriers, even though they may perform courier escort duties. (See section 12 FAM 1058.11 .)

c. PIT/contract employees, including dependents of U.S. citizen employees, cannot be assigned duties to accompany professional or nonprofessional couriers on international flights. Top Secret-cleared, contract employees provided by a company with whom the Department has a commercial contract, approved by DS/CIS/DC specifically for this purpose, are exceptions to this restriction.

12 FAM 154 ESCORT DUTIES

12 FAM 154.1 Supporting Courier Arrivals

(TL:DS-39; 8-15-94)

a. To support a diplomatic or nonprofessional courier, an escort must:

(1) Provide a security watch over an aircraft cargo hold in which pouches are loaded (see section 12 FAM 155);

(2) Provide a security watch over the pouches while the courier is separated from them for any reason (see section 12 FAM 155);

(3) Assist the courier with normal customs, immigration, and airport formalities; and

(4) Escort the courier between the airport and the post's information programs center (IPC).

b. Except for contract personnel, an escort with a Top Secret clearance may sign for (or relinquish) custody of a classified pouch in accordance with section 12 FAM 125 . When assuming control of pouched material, the escort is responsible for protecting it from outside intervention and compromise until it has been secured within the IPC or released to the pouch control officer.

c. For transit stops at a post where no courier/post exchange is scheduled, an escort must observe the cargo hold of the aircraft to watch for off-loaded pouches until the aircraft departs the gate, and remain at the airport until the courier's flight is airborne.

12 FAM 154.2 Off-Loaded Pouches

(TL:DS-39; 8-15-94)

a. In the event any portion of a pouch shipment is off-loaded while the courier is aboard the aircraft awaiting departure, the escort must maintain a security watch over off-loaded material until it is returned to the same cargo hold from which it was removed.

b. In the event any portion of the off-loaded shipment is not returned to the cargo hold, the escort (holding either a Secret or Top Secret clearance) must:

- (1) Take possession of the off-loaded pouches;
- (2) Deliver the pouches to the post IPC; and
- (3) Inform the RSO.

c. Report off-loaded pouches and pouch delays in accordance with 5 FAH-10 . Also immediately request the next post on the courier's route to alert the courier to the problem. (See 5 FAH-10 .)

12 FAM 155 ESCORT SUPPORT AT AIRPORTS

12 FAM 155.1 Supporting Courier Arrivals

(TL:DS-39; 8-15-94)

To support an arriving diplomatic or nonprofessional courier, an escort must:

- (1) Arrive at the airport prior to the arrival of the courier's flight;
- (2) Remain in an area where the cargo hold of the aircraft can be easily observed to provide a security watch over any off-loaded pouches until the courier deplanes;
- (3) Provide a security watch over the pouches while the courier is separated from them for any reason, e.g., during passport control procedures.

12 FAM 155.2 Supporting Courier Departures

(TL:DS-39; 8-15-94)

a. To support a departing diplomatic or nonprofessional courier, an escort must:

- (1) Provide a security watch over the pouches while the courier is separated from them for any reason, e.g., during flight check-in procedures;
- (2) Remain in an area where the cargo hold of the aircraft can be easily observed to watch for any off-loaded pouches until the aircraft departs the gate (see section 12 FAM 154.2); and
- (3) Remain at the airport until the courier's flight is airborne. Should the aircraft return to a gate, the escort must resume watching the cargo hold.

b. When the courier carries the pouch shipment in the cabin of the aircraft, the escort must remain at the airport until the courier has boarded the aircraft and departure is imminent. The escort need not remain planeside nor in the passenger terminal unless the departure is delayed and no confirmed departure time has been announced.

12 FAM 156 THROUGH 159 UNASSIGNED

